

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Siskiyou County Human Services Date Completed: 12/11/07

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This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Minors in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

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CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	Develop and implement report of all clients including: <ul style="list-style-type: none"> • Out of Home Placements/In-home Placements • Vital locating information can be accessed through dial-up to CWS/CMS system via laptop computers • School information • Mapping information

	<ul style="list-style-type: none"> Licensed Day Care Facilities information
Essential Function:	2. Communication process with child care providers
Process Description:	<ul style="list-style-type: none"> Regarding Schools – All schools must have a safety and disaster plan and must coordinate with the existing County disaster plan. Regarding Day Care Providers – <ul style="list-style-type: none"> For FFA placed Children – follow process in FFA disaster plan For non-FFA placed Children – Community Care Licensing requires a Disaster Preparedness plan for all Community Care Facilities; Children’s Services keeps a current list of all licensed day care facilities in the county
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<ul style="list-style-type: none"> Comply with County Disaster Plan procedures re: evacuation Comply with Red Cross procedures re: evacuation <p>Ensure that FFA evacuation procedures are implemented</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<ul style="list-style-type: none"> Comply with County Disaster Plan procedures re: evacuation Comply with Red Cross procedures re: evacuation Ensure that FFA evacuation procedures are implemented
Essential Function:	5. Identification of shelters
Process Description:	<ul style="list-style-type: none"> Comply with current Siskiyou County plan to open and staff pre-identified emergency shelter sites, depending upon the size and/or location of the emergency. Comply with current established methods of announcing locations of shelters and coordinating with Red Cross shelter operations.
Essential Function:	6. Parental notification procedures
Process Description:	<ul style="list-style-type: none"> A central call in telephone number will be provided and published A central location will be established and the location published The existing 24-hour emergency hot line, routed through the County Sheriff’s dispatch will be available.

Essential Function:	7. Alternative processes for providing continued services
Process Description:	<ul style="list-style-type: none"> Utilize the 24 hour on-call procedure <ul style="list-style-type: none"> Supervisors and social workers are assigned to provide supervision and welfare investigation on a rotating schedule. Employee's home, cell, and work numbers are kept current to ensure employees can be contacted as needed. The existing 24 hour hotline numbers will be used for the public and emergency personnel to contact Children's Services. Investigations and service delivery shall be triaged and coordinated with first responders and emergency personnel.
Essential Function:	8. Staff assignment process
Process Description:	<ul style="list-style-type: none"> Utilize on-call process Organize staff members such as managers, supervisors, and various front-line staff who have been trained and assigned specific shelter management/operations duties. Organize staff according to size and location of emergency
Essential Function:	9. Workload planning
Process Description:	<ul style="list-style-type: none"> Workload is prioritized and organized by severity of need and triaged. Social Workers will staff cases with Supervisors, CWS Nurse Case Assistant and legal counsel as needed
Essential Function:	10. Alternative locations for operations
Process Description:	<ul style="list-style-type: none"> Siskiyou County Human Services has 2 offices. If one office should become inoperable, but the other remains operable, services will be provided from the operable office. Utilize identified County shelter sites Utilize identified Red Cross shelter sites
Essential Function:	11. Orientation and ongoing training
Process Description:	<ul style="list-style-type: none"> As public employees, all new employees are mandated to have training in the County

	<p>Emergency Response Network, the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and Safety/Security Training, and all staff are required to have regular updated training.</p> <ul style="list-style-type: none"> • We conduct annual disaster planning training through the Red Cross with all staff and Shelter Operations/Shelter Management training with assigned staff members such as managers, supervisors, and various front-line staff. • All foster care and relative care providers are given a copy of the County disaster plan, training and information on emergency services.
CWS Disaster Response Criteria B:	Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. New child welfare case investigation process
Process Description:	<ul style="list-style-type: none"> • Utilize the 24 hour on-call procedure <ul style="list-style-type: none"> • Supervisors and social workers are assigned to provide supervision and welfare investigation on a rotating schedule. • Employee's home, cell, pagers and work numbers will be kept current to ensure employees can be contacted as needed. • The existing 24 hour hotline numbers will be used for the public and emergency personnel to contact Children's Services. <p>Investigations and service delivery shall be triaged and coordinated with first responders and emergency personnel.</p>
Essential Function:	2. Implementation process for providing new services
Process Description:	Children's Services along with community partners, county resources and emergency shelters shall develop a plan for how and where to provide necessary services to children and families in the event of a disaster that destroys or renders useless the existing means for service delivery.
CWS Disaster Response Criteria C:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	<ul style="list-style-type: none"> • Staff can access supervisor and on-call staff via cell phone and 24-hour hotline and on-call procedure. • All social workers, supervisors, program managers, nurses case assistants and various front-line

	<p>staff are provided with cell phones</p> <ul style="list-style-type: none"> Confidential home phone roster and shelter manager assignments available to all supervisors and program managers
Essential Function:	2. Communication structure – child welfare personnel
Process Description:	<ul style="list-style-type: none"> Mirror chain of command: i.e. Director →Program Manager →Social Worker Supervisor →unit members
Essential Function:	3. Communication structure – contracted services
Process Description:	<ul style="list-style-type: none"> Include Communication Impact in disaster planning Contracted providers can access supervisor and on-call staff by calling the 24-hour emergency hotline. All calls received after hours are fielded by the County Sheriff's Office.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	<ul style="list-style-type: none"> Use of media Press releases Satellite phone County emergency services
Essential Function:	5. Communication frequency
Process Description:	<ul style="list-style-type: none"> Establish frequency based upon the nature of the emergency.
Essential Function:	6. Communication with media
Process Description:	<ul style="list-style-type: none"> Existing department policy
Essential Function:	7. Communication with volunteers

Process Description:	Not applicable--Our department does not utilize volunteer staffing due to high need for security
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	<ul style="list-style-type: none"> Children's Services 24 hour hotline in existence. Department TTY in existence.
CWS Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	<ul style="list-style-type: none"> CWS/CMS records will be preserved by CWS/CMS State Project following their records preservation policy Archived records will be preserved following Department's record retention policy and for records archived in locked off-site facility using the Archives record preservation policy. Essential records including placement information, client information, and service plan information are regularly entered into the CWS/CMS system and maintained by identified personnel depending on the type of information.
Essential Function:	2. Use of off-site back-up system
Process Description:	<ul style="list-style-type: none"> The Department utilizes daily full back ups of information. This process backs up all non CWS/CMS computer information that is stored on shared drives. Laptop computers are utilized and backed up regularly. CWS/CMS records will be backed up and stored off site according to the CWS/CMS State project policy
CWS Disaster Response Criteria E:	Coordinate services and share information with other states:
Essential Function:	1. Interstate Compact on the Placement of Children (ICPC) reporting process
Process Description:	<ul style="list-style-type: none"> Utilize CWS/CMS to identify those Siskiyou County children placed out of state and those children

	<p>from out of state who have been placed in Siskiyou County</p> <ul style="list-style-type: none"> • The ICPC Office is responsible for serving as the communications liaison between California and other states when California's dependent children relocate to another state, or other state's children relocated to California • The primary point of contact in the ICPC Office will be the ICPC Administrator, and the Siskiyou County point of contact is the Court Unit Supervisor. • The Department's existing 24 hour hotline numbers will be used for the public and emergency personnel to contact Children's Services. The Department's Internet site will be updated with emergency information
Essential Function:	2. Mental health providers
Process Description:	<ul style="list-style-type: none"> • Referral to the County Behavioral Health Services Crisis Team • The Department's existing 24 hour hotline numbers will be used for the public and emergency personnel to contact Children's Services. The Department's Internet site will be updated with emergency information
Essential Function:	3. Courts
Process Description:	<ul style="list-style-type: none"> • Children's Services attorney will act as liaison with Court and other attorneys and will coordinate with Courts in other states if necessary • Children's Services staff will coordinate with the County Juvenile Probation Department, Law Enforcement and Juvenile Hall to ensure safety of minors in the probations system • The Department's existing 24 hour hotline number will be used for the public and emergency personnel to contact Children's Services. The Department's Internet site will be updated with emergency information
Essential Function:	4. Federal partners
Process Description:	<ul style="list-style-type: none"> • Siskiyou County will utilize liaisons at CDSS and other state resources • Siskiyou County will follow FEMA and NIMS guidelines for emergency disasters • The Department's existing 24 hour hotline number will be used for the public and emergency personnel to contact Children's Services. The Department's Internet site will be updated with emergency information

Essential Function:	5. CDSS
Process Description:	<p>CDSS Community Care Licensing requires a Disaster Preparedness plan for all Community Care Facilities; Children's Services keeps a current list of all licensed day care facilities in the county</p> <ul style="list-style-type: none"> • The Department's existing 24 hour hotline number will be used for the public and emergency personnel to contact Children's Services. <p>The Department's Internet site will be updated with emergency information</p>
Essential Function:	6. Tribes
Process Description:	<ul style="list-style-type: none"> • The Tribal CWS social worker is the local liaison for the Quartz Valley Rancheria and the Karuk tribe of California and coordinates Tribal emergency services with County agencies • The Department's existing 24 hour hotline number will be used for the public and emergency personnel to contact Children's Services. <p>The Department's Internet site will be updated with emergency information</p>
Essential Function:	7. Volunteers
Process Description:	Not applicable--Our department does not utilize volunteer staffing due to high need for security